

**Premises Manager
Park Walk Primary School**

Job Description

Post title :	Premises Manager
Spine Point	Grade E, S02 Spine Point 23 to Spine Point 29 £40,404 - £44,235 Contract: Full Time, All Year Round, Permanent Additional hours may be available for out of hours opening and closing of the school for lettings.

Main purpose of the position:

To be responsible for the general maintenance, cleanliness and security of the school and to maintain the premises (both internally and externally) in a clean, safe, sound and secure condition for staff, children, parents and community users.

- The person appointed to this role will be expected to have enthusiasm and commitment for improving the school within areas of their direct responsibility.
- To be responsible for promoting and safeguarding the welfare of children and staff within the school.
- To liaise daily with the Leadership and Admin Teams.

Key Responsibilities:

Security

To be the main key holder and to be responsible for the maintenance of keys and the electronic alarm system. This includes the routine and non-routine opening and closing of the school and the setting of alarms; ensuring that the school is locked and secure.

To ensure that all alarm systems are functioning properly and that regular checks are made of the systems and recorded.

To provide a first point of contact for all visitors to the site, outside of normal working hours and to be responsible for ensuring that all visiting contractors and deliverers act in accordance with the health and safety policy.

To ensure proper security and adherence to the health and safety policy at all events held outside of the school day, including meetings, open evenings, lettings and special events.

To alert the appropriate person of any risk to a breach of security and deal with any incident affecting security as directed.

To patrol the site daily to check for hazards, damages and intruders when opening and closing and to record any actions.

Supervising Contractors as appropriate, regarding access to the site, monitor and log the

progress of the work and ensuring that work is carried out to the required standard, as appropriate

Repair and maintenance

To be responsible for a regular schedule of inspections throughout the buildings. Alerting the Head of School or School Operations Manager, of any work that needs to be undertaken or any issues where health and safety is at risk. This includes lighting, ventilation, fire-fighting equipment and heating systems.

Ensure the regular checking by outside contractors of those systems that require such checks: electrical testing, alarms, heating systems, fire services, security alarms, gymnastics equipment and photo-copying equipment.

Undertake maintenance and repairs to the premises within the scope of a competent handy person.

Manage contractors to complete their work and to ensure that the work has been completed in a proper and timely manner and comply with all health and safety rules.

Record all repairs and keep a maintenance log of routine and non-routine tasks

To prioritise and undertake the programme of minor works at the school, taking into account urgent need and health and safety issues e.g. locks, windows, gutters and paintwork.

Immediately report any defects to the Head of School or admin team and take any remedial action if possible.

To assess maintenance/space needs where necessary and use initiative to take appropriate action. Meet on a regular basis and give advice and make recommendations for improvements to the appropriate person.

Portage

Undertake any necessary portaging duties in line with correct handling policies.

Manage and assist with all deliveries to the school, ensuring the proper storage and distribution of all goods.

Health and Safety Compliance

To regularly inspect and record health and safety walks with a senior member of staff.

Ensure the proper use and storage of all tools and equipment being used to fulfil the job description.

To ensure duties are undertaken in accordance with the Schools Health and Safety policy including risk assessment and safety systems and to wear protective clothing as required and in line with Health and Safety protocols.

To carry out equipment testing as appropriate and report any faults to the Head of School or admin team, taking remedial action where it is safe and within the scope of the role.

Carry out fire drills in consultation with the appropriate person and ensure accurate records are kept.

To undertake training in order to conduct daily safety chemical checks on the swimming pool.

To support the implementation and review of premises-related risk assessments and to report any hazards, incidents or near misses in line with school procedures.

Other responsibilities

To liaise with all external contractors and make arrangements for regular and ad hoc visits.

To ensure visiting contractors and external users comply with health and safety requirements, including site induction, safe access arrangements and adherence to agreed method statements and risk assessments.

To meet with the Head of School and admin team on a regular basis to report any issue arising from the various aspects of the role but be able to work with minimal supervision and to given timescales.

To carry out all duties in line with the Council and school's policies.

To monitor the quality of cleaning undertaken by the cleaning team regarding standards of cleaning throughout the school and address performance related issues.

Maintain all logs and appropriate records and actions in accordance with procedures.

Actively participate in any appropriate training when required.

To undertake duties of a similar nature and responsibility as may be required by the Executive Headteacher or Head of School.

The post holder may be asked to carry out other roles and responsibilities not on this Job Description but support the educational outcomes of children and support the safe operation of the school.

**Premises Manager
Park Walk Primary School
Person Specification**

Position:	Premises Manager
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Essential Criteria

1. **Experience of premises, facilities, caretaking, or site management**, ideally in a school, educational, or similar public-sector setting.
2. **Knowledge of health and safety legislation and procedures**, including risk assessments, fire safety, COSHH, and safe working practices.
3. **Ability to carry out routine maintenance and basic repairs**, and to manage and monitor the work of external contractors.
4. **Understanding of site security and access arrangements**, including opening/closing procedures, alarms, and emergency response.
5. **Good organisational and time-management skills**, with the ability to prioritise tasks and respond flexibly to the needs of the school.
6. **Effective communication and interpersonal skills**, enabling positive working relationships with staff, pupils, contractors, and visitors.
7. **Ability to work independently and use initiative**, while also contributing effectively as part of a wider school team.
8. **Basic IT and administrative skills**, including record keeping for maintenance, compliance checks, and health and safety documentation.
9. **Physical capability to undertake the duties of the role**, including manual handling tasks, in accordance with health and safety guidance.
10. **Commitment to safeguarding, equality, and the values and ethos of a primary school**, with an understanding of the importance of a safe, welcoming environment for children.

Desirable Criteria

- Experience of working **within a primary school or educational setting**.
- **Formal health and safety training or qualifications**, such as IOSH, NEBOSH, or equivalent.
- Experience of **managing premises compliance**, including statutory checks (e.g. fire alarms, asbestos, water hygiene).
- Ability to support **out-of-hours lettings or events**, where required.
- Knowledge of **school safeguarding procedures** and working within a child-centred environment.

NOTE: This job description may be reviewed, to reflect the needs of the school.

